

Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
SFHS Comp., Nueva Ecija St., Bago Bantay,  
Quezon City



August 30, 2011

**MEMORANDUM TO:**

Asst. Schools Division Superintendents  
Division/District Supervisors  
Elementary/Secondary School Principals  
Head Teachers and Officers In-Charge  
Chief Administrative Officer  
Heads of Administrative Units  
All Employees

For the information of the field, enclosed is a copy of Unnumbered Memorandum from **Dr. ELENA R. RUIZ**, Schools Division Superintendent, Officer In-Charge, Office of the Regional Director, Department of Education, National Capital Region, Misamis St., Bago Bantay, this City, on **the seven (7) Education Program Supervisor (SG-22) and one (1) Senior Education Program Specialist vacant positions at the National Capital Region**, Department of Education, Misamis St., Bago Bantay, this City, dated August 22, 2011, which is self-explanatory.

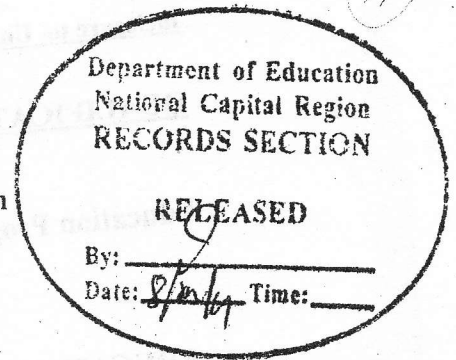
Interested candidates for the position should submit their application and their documents direct to the Personnel Unit, DepEd, NCR, Quezon City.

Immediate and wide dissemination of this Memorandum is desired.

**CORAZON C. RUBIO, CESO VI**  
Schools Division Superintendent



Republika ng Pilipinas  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)



RECEIVED  
AUG 24 2011  
BY: [Signature]

August 22, 2011

Memorandum to

RECORDS SECTION

Schools Division Superintendents  
Chiefs of Divisions -ROP

Please be informed that seven (7) Education Program Supervisor (SG-22) and one (1) Sr. Education Program Specialist (SG-19) , this Region, are now officially vacant.

Interested and qualified applicants should submit application together with the following documents for ranking purposes, to the Personnel Unit, this Region, not later than August 29, 2011.

1. Form 212 (Revised CSC Form 2005)
2. Performance Ratings (last 3 rating periods prior to application)
3. Updated Service Records
4. Outstanding Accomplishments (meritorious accomplishments)
  - Outstanding employee award
  - Innovations
  - Research & Development Projects
  - Publication/Authorship
  - Consultant/Resource Speaker in Trainings/Seminars
5. Transcript of Records
6. PRC License/CSC Eligibility
7. Certificate of Seminars/Trainings attended (conducted for at least 3- days not credited during last promotion)
8. Specialized training e.g. scholarship programs, short courses, study grants

**ELENA R. RUIZ**

Schools Division Superintendent  
Officer-In-Charge  
Office of the Regional Director

Incl.:

Qualification Standard for the position

*"Character, Competence, Excellence and Distinction"*

Inclosure to Unnumbered Memorandum dated August 8, 2011

**QUALIFICATION STANDARDS:**

**Education Program Supervisor**

**EDUCATION REQUIREMENT :** Master's degree in Education or other relevant  
Master's degree with specific area of  
specialization  
**EXPERIENCE REQUIREMENT :** 1 year as Education Supervisor I  
**TRAINING REQUIREMENT :** : 8 hours of relevant training  
**ELIGIBILITY :** : PBET; Teacher.

**Specialization/Place of Assignment:**

Elementary Education Division - English, Filipino, Science  
Secondary Education Division - Science, Music  
Alternative Learning System Division  
Physical Education School Sports & Special Events Office

Inclosure to Unnumbered Memorandum dated August 8, 2011

**QUALIFICATION STANDARD:**

**SENIOR EDUCATION PROGRAM SPECIALIST –SG 19**

**EDUCATION :** Bachelor's degree in Education or its equivalent  
and completion of academic requirements for  
Master's degree relevant to the job  
**EXPERIENCE :** 2 years experience in education research, development,  
implementation or other relevant experience  
**TRAINING:** 8 hours of relevant training  
**ELIGIBILITY:** PBET; Teacher; Career Service Professional;  
Appropriate Eligibility for Second Level Position

In addition to the abovementioned qualification standard, applicants must be  
computer literate (word & excel at least), has a good command or oral and  
written English, preferably with units in Statistics.